

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
CAPITOL REGION MENTAL HEALTH CENTER
JOB OPPORTUNITY**

**Part-Time Licensed Practical Nurse – SPANISH SPEAKING REQUIREMENT
Medication Management**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public
Location: CRMHC, 500 Vine Street, Hartford, CT
Program/Unit: **Medication Management**
Job Posting No: CR-111546
Hours: 1st shift/ Monday through Thursday, 8:00AM-4:30PM/32 hours per week
Salary Range: \$25.70 to \$34.36 (Hourly, due to PT status)
Posting Dates: July 29, 2015 **Closing Date:** August 4, 2015

Duties may include but not limited to: Management and oversight of the weekly Clozaril and Decanoate clinics; knowledge of psychotropic medications, basic psychiatric intervention skills/techniques; knowledge and skilled at medication management practices including transcribing of orders, administration of medication, supervision of self-administration of medications. Monitors, orders and addresses any issues related to medications and nursing supplies for out-patient department. Maintains clinical information in client medical record per agency policy and procedures, able to maintain documentation electronically and update clinic data basis as needed. Provides health teaching to CRMHC outpatient clients; support CRMHC Infection Control Plan by inspecting, cleaning and disinfecting all medical equipment; participate in the Infection Control Committee; may accompany medically compromised clients to medical appointments; provide medication education on an individual and group basis; interface with outside Pharmacies; interface with visiting nurses; interface with clinical lab; responsible for equipment checks and documentation requirements; responsible for oversight of annual medical equipment testing with vendor; participates in regulatory compliance measures; may assist with triage duties with the Medication Management Team, knowledge and skilled in the principles of Recovery; other related duties as required.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a license or temporary permit to practice nursing in Connecticut by the State Board of Examiners for Nursing. Incumbents in this class must possess and retain a valid driver's license and are required to travel. **Incumbents are required to have ability in Spanish oral and written communication.**

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (example: LPN applying to an LPN posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

E-Mail: crmhcruitment@ct.gov OR Fax: (860) 297-0931

**Ramona Sablón, Human Resources Specialist
Capitol Region Mental Health Center – Human Resources Division
500 Vine Street, Hartford, CT 06116**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. NP-6